

City of Casa Grande FY 2019 Budget Calendar					
Action Required (Deadline Set by Law)					
Date	Capital & Operational Budget	Property Tax & TNT	Local TPT (& Use Tax)	Water & Wastewater Fees	Sanitation and Consolidated Fees
January 16, 2018	City Council study session regarding FY19 budget				
January 18-23, 2018	Budget kickoff & system training				
	Departments begin entering supplemental (operational) and FY19 budget requests				
January 29, 2018	Departments begin updating and entering capital improvement project requests			Departments begin preparing FY19 fee requests	Departments begin preparing FY19 fee requests
February, 2018	Outside agency funding request letters distributed				
February 9, 2018	Deadline for initial supplemental budget requests				
February 12, 2018	Transmit supplemental budget requests to City Manager's Office for review	Receive certified property values from the County Assessor to calculate the property tax levy limit and the final levy limit worksheet (A.R.S. 42-17052) (On or before February 10 of the tax year)			
		Notify the Property Tax Oversight Commission as to agreement or disagreement with property tax levy limit (Within 10 days of receiving information)			
February 15, 2018		Make the values provided by the county assessor available for public inspection; transmit to Clerk's Office on or before February 15 (A.R.S. 42-17054)			
February 28, 2018	Personnel requests due to Human Resources				
March 2, 2018	Deadline for FY19 operational budget requests for ISF, Wastewater, Water, and Sanitation			Finance begins review of ISF, Wastewater, Water, and Sanitation budget requests and preparing fee models	Finance begins review of ISF, Wastewater, Water, and Sanitation budget requests and preparing fee models
March 5, 2018	Deadline for submitting capital improvement project requests			Deadline for FY19 Proposed Fee Requests	Deadline for FY19 Proposed Fee Requests
March 12-16, 2018	Department presentations to CIP Review Team				
March 15, 2018	Deadline for FY19 operational budget requests			Meeting with City Manager to review FY19 fee proposals	Meeting with City Manager to review FY19 fee proposals
March 19, 2018			At least sixty days before adopting any modification or amendment of the model city tax code, a city or town must post on their website, and on any social media outlets that the city has to publicly announce the proposed change, no less than 60 days prior to the adoption {ARS 9-499.15}	Adopt Notice of Intent to raise Water and Wastewater rates and set date for Public Hearing (must be done at least 60 days prior to scheduled hearing {ARS 9-511.01})	
March 22, 2018					Post proposed fees and supporting fee report on the website as well as notice that Council will consider an increase to the Consolidate Fee Schedule. Submit copy of supporting fee report with Clerk's office (Written notice on website 60 days prior to adoption {ARS 9-499.15})
March 23, 2018	Partnership Funding Requests Due				
March 26, 2018	Final CIP Review Team meeting - review and finalize priority rankings				
April 2, 2018	City Manager departmental budget reviews			File supporting Wastewater rate report with the Clerk's office and post to website (At least 30 days prior to Public Hearing {ARS 9-511.01})	
April 30, 2018	Deliver comprehensive budget summary to City Manager's Office				
May 1, 2018				Publish Notice of Intent to raise Water and Wastewater fees and advertise Public Hearing in newspaper (at least 20 days prior to adoption - Public Hearing notice must only be published once ({ARS 9-511.01})	
May 4, 2018			Publish a copy of the ordinance and notice of a public hearing by the Council on the matter 15 days prior to the hearing. {ARS 42-6054}		Prepare and post Notice of Intent to raise Consolidated fees to website and distribute via social media (Notice must include proposed fee schedule and supporting fee report. Required at least 15 days prior to adoption {ARS 9-499.15})
May 7, 2018		Workshop on proposed Property Tax Rates	Workshop on Model City Tax Code Changes	Workshop on FY19 proposed fees	Workshop on FY19 proposed fees
May 11, 2018	Distribute City Manager's FY19 Proposed Budget				
May 16, 2018	FY19 City Council Budget Retreat				
May 17, 2018		Post notice on the website that Council will consider an increase to the property tax rate (Written notice on website 60 days prior to adoption {ARS 9-499.15})			
May 21, 2018			Public Hearing and Council adoption of Tax Code Ordinance (1st reading)	Public Hearing & Council adoption of Fee Resolution	Public Hearing & Council adoption of Fee Resolution
June 4, 2018			Council adoption of Tax Code Ordinance (final reading)		
June 13, 2018		Publish first "Truth in Taxation" notice - (Not less than fourteen or more than twenty days before tax levy hearing).	Inform the DOR of any tax code changes and provide them with a signed copy of the ordinance and resolution within 10 days of final approval.		
		Issue press release containing "Truth in Taxation" notice in newspaper			
June 18, 2018	Council Adoption of Tentative Budget (on or before the third Monday in July {ARS 42-17101})				
June 20, 2018	Post Tentative Budget to City website				
June 22, 2018	First publication of FY2019 Tentative Budget summary, primary and secondary property tax levies for all districts, and Notice of Public Hearing (no later than seven business days after tentative adoption - must be published once a week for two consecutive weeks {ARS 42-17103}).	Publish second "Truth in Taxation" notice - (Not less than seven or more than ten days before tax levy hearing).			
June 29, 2018	Second publication of FY 2019 Tentative Budget summary and Notice of Public Hearing (must be published once a week for two consecutive weeks {ARS 42-17103})				
July 1, 2018	FY 2019 Begins	FY 2019 Begins	FY 2019 Begins	FY 2019 Begins	FY 2019 Begins
				New Fees Effective	New Fees Effective
July 2, 2018	Hold public hearing on budget and property tax levy. (tax levy hearing must be held at least 14 days before the tax levy is adopted {42-17104})	Hold public hearing on budget and property tax levy. (tax levy hearing must be held at least 14 days before the tax levy is adopted {42-17104})			
	Adoption of the FY 2019 Final Budget in a Special Meeting (A.R.S. 42-17105)				
July 3, 2018	Post entire Final Budget to City website (Within 7 business days of adoption and remain on the website for 60 months)	Mail copy of Truth in Taxation notice, a statement of its publication or mailing and the result of the Council's vote to the Property Tax Oversight Commission. (Within 3 days of tax levy hearing)			
July 16, 2018		Adoption of 2018-2019 Property Tax Levy (1st reading)			
August 6, 2018		Adoption of FY 2019 Property Tax Levy (final reading)			
August 8, 2018		Forward certified copy of tax levy Ordinance to County. (Tax levy must be adopted by the board of supervisors on or before the third Monday in August {ARS 42-17151 A})			
September 1, 2018			Changes effective September 1, 2018		